

# City of Alexandria, Virginia

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## MEMORANDUM

DATE: OCTOBER 10, 2012

TO: MEMBERS OF THE FIREFIGHTERS AND POLICE OFFICERS PENSION PLAN

FROM: STEVEN BLAND, RETIREMENT ADMINISTRATOR

SUBJECT: ELECTION OF PARTICIPANT REPRESENTATIVES TO THE CITY OF ALEXANDRIA FIREFIGHTERS AND POLICE OFFICERS PENSION PLAN BOARD

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The Board for the City of Alexandria Firefighters and Police Officers Pension Plan (the “Plan”) announces elections for one Firefighter participant representative or alternate. The Board is composed of eight voting members and three alternates. The voting positions are split equally between Plan participants and City of Alexandria management. The four participant representatives include two representatives from Fire and two from Police. There is also an alternate representative for the fire and police departments and City Management. A list of the current Board members is attached. If you are interested in running for a Board position read on for more information.

The purpose of the Board is to oversee the investments of three retirement plans:

1. The City of Alexandria Firefighters & Police Officers Pension Plan (a defined benefit plan),
2. The City of Alexandria Retirement Income Plan for Firefighters and Police Officers (a defined contribution plan), and
2. The Firefighters and Police Officers Disability Income Plan (a defined benefit plan).

The Board may also recommend Plan changes for the City Manager to propose to City Council; only City Council can adopt changes to the Plan.

The Board typically meets twice every quarter, generally at City Hall. One meeting is a structured meeting for the Board to review investment performance. The other meeting is less structured and the Board reviews a wide range of pension topics. Additional special meetings may be scheduled during the year. Meetings typically last three hours, but preparation for meetings may take longer. Meeting materials are sent to Board members to review in advance of the meeting.

There is currently one vacancy in the Firefighter’s representation to the Board as follows:

- If the incumbent alternate seeks to be elected as representative an election will be held for both a representative and an alternate.

- The person receiving the highest number of votes will become the representative and the person receiving the 2<sup>nd</sup> highest number of votes will be the alternate. However, if the incumbent alternate is not one of the top two vote recipients they will retain their position as the alternate.
- If the incumbent alternate runs unopposed they will become the representative and a second election will be held to fill alternate position.
- If the incumbent alternate does not seek to be elected as the representative one election will held to fill the representative vacancy.
  - The person receiving the highest number of votes will become the representative.

The elected representative (or alternate) will serve through December 31, 2014. If you are interested in running to be the Firefighter Representative (or Alternate), or would like to learn more about the process, you should:

- Assess your commitment. Are you willing to put in the time and accept the fiduciary responsibility? Training is available.
- Garner support. Nominations require petitions signed by 25 Plan participants.
- Prepare a personal statement explaining why you want to serve on the Board and summarize the talents, education, experience, training, and insights you would bring to the Board.
- Provide the Election Administrator, Steven Bland, with contact information (phone, e-mail, etc.).

A tentative timeline follows. Anyone who would like to be a nominee must submit a Nomination Petition to the Election Administrator by **Thursday, November 8<sup>th</sup>**. The petition must be signed by at least twenty-five (25) eligible Voting Participants. They include active, retired, and disabled firefighters or police officer covered under the Plan as well as those members who still have balances in the defined contribution plan.

#### **TENTATIVE TIMELINE:**

<b>October</b>	Administrator announces Procedures and Calendar
<b>October</b>	Administrator provides Nomination Petition
<b>October</b>	Candidates provide Contact Information to Administrator
<b>November</b>	Candidates submit Nomination Petition to Administrator
<b>Oct – Nov</b>	Administrator provides Sample Personal Statements to candidates
<b>October</b>	Administrator provides candidates information on fiduciary responsibilities
<b>November</b>	Administrator confirms acceptance or rejection of nominations
<b>November</b>	Nominees given three days notice to address petition deficiencies
<b>November</b>	Administrator numbers and color codes ballots
<b>November</b>	Nominees deliver Personal statements to Administrator
<b>December</b>	Administrator mails ballots with Personal Statements to participants
<b>December</b>	Administrator tallies votes with representatives present

<b>December</b>	Administrator prepares written summary of results
<b>December</b>	Administrator notifies candidates
<b>January</b>	Public announcement of results, copy to City Council
<b>January</b>	Appeals procedures followed, if necessary
<b>January</b>	Administrator reports results to Board with recommended changes if any
<b>February</b>	City Council appoints elected members
<b>February</b>	Newly appointed member begins term

Election information will be posted on AlexNet (Finance/Employee Retirement and Pensions) and the Pension Administration Division web page on the City web site, [www.alexandriava.gov/pension](http://www.alexandriava.gov/pension). Please check these sites regularly for election announcements, updates, or changes to the above calendar.

If you have questions about running for or serving as a representative, please e-mail [steven.bland@alexandriava.gov](mailto:steven.bland@alexandriava.gov) or call Steven Bland, Retirement Administrator, at (703) 746-3886.

**STAFF:**

Laura B. Triggs, Acting Chief Financial Officer

# **City of Alexandria**

## **Firefighters and Police Officers Pension Plan Board**

### **Board Members**

#### Firefighter Representatives

Michael Cross

Patrick Evans, Alternate

Vacant

#### Term Expires

December 31, 2016

December 31, 2014

December 31, 2014

#### Police Officer Representatives

Shirl Mammarella, Alternate

Edward Milner

Albert Tierney

#### Term Expires

December 31, 2014

December 31, 2014

December 31, 2016

#### Management Representatives

Michele Evans, Deputy City Manager

Tom Gates, Deputy City Manager

Jean Niebauer, Director of Human Rights

Morgan Routt, Acting Director, Office of  
Management and Budget

Laura B. Triggs, Chief Financial Officer

City Manager Appoints

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